

U. S. Coast Guard
Pay and Personnel Center (PPC)
Global Payroll
Savings Deposit Program (SDP) Procedures

Overview

Introduction This section provides the procedures for the Savings Deposit Program (SDP).

Topics The following topics are covered in this section.

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Guiding Principles

Introduction This section provides the guiding principles for the Savings Deposit Program (SDP). Uniformed Services members on permanent or temporary duty assignment in a qualifying area are authorized to make deposits of their un-allotted current pay and allowances to the Savings Deposit Program.

References The following references provide additional information about SDP:

- (a) Coast Guard Pay Manual, COMDTINST M7220.29(series), Sec 6-F
- (b) Department of Defense Financial Management Regulation, Vol 7A, Chapter 51 (http://comptroller.defense.gov/fmr/07a/07a_51.pdf)

Eligibility The Secretary of Defense designates areas eligible for the Savings Deposit Program. These qualifying areas are listed in reference (b). In order for an SDP allotment to be deducted on a member, the location their assigned to in JOB Data must be eligible for SDP.

Location Table PPC maintains SDP payroll eligibility on the Location Table. If a location becomes eligible for SDP, then PPC will update the location on the Location Table.

Example: Location BHR0002 became eligible for SDP on 1/3/2013, so a new row is created on the Location table. :

The screenshot displays a web application interface for managing location data. At the top, there are three tabs: "Location Address", "Location Profile", and "GP Eligibility". The "Location Address" tab is active. Below the tabs, the "Set ID" is 00010 and the "Location Code" is BHR0002. A link for "Business Units that use this Set ID" is visible. The main section is titled "Location Address" and contains a table with one row. The table has columns for "Effective Date", "Status", "Description", "Short Description", "Building", "Floor Nbr", "Language Code", and "Country". The "Effective Date" is 01/03/2013, "Status" is Active, "Description" is USCG PATFORSWA, "Short Description" is BAHRAIN, "Language Code" is English, and "Country" is Bahrain. The address is NSA GSK BANZ WAREHOUSE BAY 6, 1 JUFFAIR AVENUE, MANAMA 09501. There is an "Edit Address" button next to the address field.

Effective Date	Status	Description	Short Description	Building	Floor Nbr	Language Code	Country	Address
01/03/2013	Active	USCG PATFORSWA	BAHRAIN			English	Bahrain	NSA GSK BANZ WAREHOUSE BAY 6 1 JUFFAIR AVENUE MANAMA 09501

Guiding Principles, Continued

A row is created on the GP Eligibility page to show the location is eligible for SDP.

Note: When the location is no longer eligible for SDP, a new row will need to be created for this location to either remove the SDP row on the GP Eligibility page or inactivate it. The effective date of the new row will be the date the location is no longer eligible.

Location Address | Location Profile | **GP Eligibility**

Set ID: 00010 Location Code: BHR0002

Location Global Payroll Elements Find | View All | First | 1 of 2 | Last

Description: USCG PATFORSWA
Effective Date: 01/03/2013 Status: Active

Payroll Eligibility Elements Customize | Find | View All | First | 1-4 of 4 | Last

*PAL Payroll Elements	Status	Amount
1 LOC - Hardship Pay	Active	50.000
2 LOC - Hostile Fire	Active	225.000
3 LOC - OCONUS	Active	
4 LOC - Savings Deposit Program	Active	

If the member below requested a SDP allotment to be started, he would be eligible since his JOB row shows he's located in an eligible location.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

James Empl ID:
Employee Empl Record: 0

Military Service:
Work Location Find | First | 1 of 29 | Last

*Effective Date: 06/25/2013 Go To Row + -

Effective Sequence: 0 *Action: Transfer

HR Status: Active Reason: Permanent Change of Station

Payroll Status: Active *Job Indicator: Primary Job

Position Number: 00075864 DUTY-OCO
Use Position Data

Position Entry Date: 06/25/2013 Position Management Record

*Regulatory Region: AD Active Duty

Company: ACG Active CG

*Business Unit: ENLCG Enlisted CG

*Department: 007006 PATFOR SWA BAHRAIN

Department Entry Date: 06/25/2013

*Location: BHR0002 USCG PATFORSWA

Establishment ID: USCG Active CG Date Created: 06/29/2013

**Interest
Withdrawal**

PPC will take the action outlined in the 'How to Apply a SDP Interest Credit or Debit to the Member's Account' section of this guide If the member request withdrawal from their quarterly interest balance.

**Interest
Calculation**

Interest is compounded quarterly in Global Payroll. At the end of each quarter, it will be calculated on the member's end month pay period for March, June, September, and December.

DRAFT

How to Start a SDP Allotment on a Member

Introduction This section provides the procedure for starting a Savings Deposit Program allotment. The SDAP will be started using an Action Request.

Procedures for starting SDP PPC will take the following steps to start a SDP allotment.

Note: Only a user with the *CGHRSIC* role can start SDP.

Step	Action																												
1	Log into Global Payroll.																												
2	<p>Click on the Element Assignment By Payee link within the Pay Processing Shortcuts menu.</p> <p>Element Assignment By Payee</p> <p>It can also be accessed via the following path:</p> <p>Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee</p>																												
3	<p>Enter the member's EMPLID and click the Search button.</p> <p>Note: In most instances, the member's active duty Empl Record will be 0 but if not, change it to what it should be within the Empl Record: field.</p>																												
4	<p>Click on the Add New Assignment button.</p> <div data-bbox="370 1104 1344 1682" data-label="Form"> <p>Element Assignment By Payee</p> <p>ID: Empl Record: 0</p> <p>Selection Criteria</p> <p>Category: <input type="text"/> </p> <p>Entry Type: <input type="text"/> Element Name: <input type="text"/> </p> <p>As of Date: <input type="text"/> </p> <p>Select with Matching Criteria</p> <p>Clear</p> <hr/> <p>&Assignments Customize Find First 1-3 of 3 Last</p> <p>Elements Recipient </p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>*Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>MA DONATION</td> <td>Mutual Assistance Donation</td> <td>999</td> <td>06/01/2006</td> <td><input type="text"/> </td> <td><input checked="" type="checkbox"/></td> <td>1 </td> </tr> <tr> <td>PPV</td> <td>Private Venture Housing</td> <td>999</td> <td>08/01/2013</td> <td><input type="text"/> </td> <td><input checked="" type="checkbox"/></td> <td>1 </td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>01/01/2013</td> <td><input type="text"/> </td> <td><input checked="" type="checkbox"/></td> <td>1 </td> </tr> </tbody> </table> <p>Add New Assignment Deduction Recipients</p> </div>	Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance	MA DONATION	Mutual Assistance Donation	999	06/01/2006	<input type="text"/>	<input checked="" type="checkbox"/>	1	PPV	Private Venture Housing	999	08/01/2013	<input type="text"/>	<input checked="" type="checkbox"/>	1	TRICARE DEP	Tricare Dependent Dental	999	01/01/2013	<input type="text"/>	<input checked="" type="checkbox"/>	1
Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance																							
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PPV	Private Venture Housing	999	08/01/2013	<input type="text"/>	<input checked="" type="checkbox"/>	1																							
TRICARE DEP	Tricare Dependent Dental	999	01/01/2013	<input type="text"/>	<input checked="" type="checkbox"/>	1																							
5	Click the Entry Type drop down field and select Deduction.																												
6	Enter SDP within the Element Name field.																												
7	Click the OK button. The Element Detail page will open.																												

How to Start a SDP Allotment on a Member, Continued

Step	Action
8	Enter the date the allotment should be started within the Begin Date field. The date must be dated the first day of the month. Note: The allotment can be started for current month during end of month payroll.
9	Enter the date the allotment should be stopped within the End Date field. The date must be the last day of the month.
10	Click on the Amount field and select Numeric.
11	Enter the monthly election in the Amount Value field. Note: Do not enter odd cents. Global Payroll will not deduct full amount if odd cents are entered.

In the example below, the SDP allotment is started on 1/1/2014 with a monthly amount of \$200. It will end on 12/31/2014.

Element Assignment By Payee

Element Detail

Employee ID: _____ Empl Record: 0 Name: _____

Element Name: SDP Savings Deposit Program Instance: 1

Assignment Process Detail

Assignment Is Active Currency Code: USD US Dollar

*Process Order: 999 Recipient Tag: 0

*Begin Date: 01/01/2014 End Date: 12/31/2014 Previous End Date: Updated in Payroll Run

Allow Batch Update of End Date

Calculation Information

Calculation Rule: Amount

Amount: Numeric

Amount Element: _____

Amount Value: 200.00

Step	Action
12	Click the OK button.

The allotment will display on the EABP page.

How to Start a SDP Allotment on a Member, Continued

Element Assignment By Payee

ID: Empl Record: 0

Selection Criteria

Category:

Entry Type: Element Name:

As of Date:

Select with Matching Criteria

Clear

&Assignments Customize | Find | First **1 of 1** Last

Elements Recipient

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance
SDP	Savings Deposit Program	999	01/01/2014	12/31/2014	<input checked="" type="checkbox"/>	1

Add New Assignment [Deduction Recipients](#)

Step	Action
13	Click the SAVE button. The allotment will now need to be approved. Procedures on how to approve these transactions begin on the next page.

How to Approve/Deny a Pending SDP Allotment

Introduction This section provides the procedure for approving or denying a submitted SDP allotment.

Procedures for approving / denying SDP The PPC auditor will take the following steps to approve or deny a submitted SDP allotment.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve the SDP allotment.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).
3	<p>Click on the View My Requests (all types) link within the Requests shortcut menu.</p>  <p>The screenshot shows a navigation bar with 'Requests' highlighted in a red box. Below it is a 'Requests' window with a list of links. 'View My Requests (all types)' is highlighted with a red box.</p>
4	<p>Select "Requests I am Approver For".</p> <p>The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Action Requests (which includes SDP Requests) that have been submitted to them.</p>  <p>The screenshot shows three radio buttons: 'My Submitted Requests', 'Requests I am Approver For' (which is selected), and 'All Requests'.</p>
5	<p>Click on the Transaction Name drop down field and select EABP Approvals.</p>  <p>The screenshot shows a dropdown menu for 'Transaction Name' with 'EABP Approvals' selected.</p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the EABP Approvals action requests that have been submitted by the PPC clerk that are in a pending status.</p>  <p>The screenshot shows a dropdown menu for 'Transaction Status' with 'Pending' selected.</p>

How to Approve/Deny a Pending SDP Allotment, Continued

Step	Action														
6	Click the Populate Grid button.														
7	<p>Click on the Approve/Deny link on the EABP Approval row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted. Review to make sure the payroll element is correct within the Request Details page.</p> <p>Action Request</p> <p>EABP Approvals</p> <p>Summers IV, John C.</p> <div data-bbox="402 701 1360 798" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>PIN_NUM: 12646</p> <p>INSTANCE: 1</p> </div>														
8	<p>Click the URL within the Request URL block.</p> <div data-bbox="391 890 1377 974" style="border: 1px solid #ccc; padding: 5px;"> <p>Request URL</p> <p>Click here to view additional request information.</p> </div> <p>The system will open up a new window and the Element Assignment by Payee page will appear. Pull up the SDP allotment by clicking on the SDP link.</p> <p>Element Assignment By Payee</p> <p style="text-align: right;">ID: Empl Record: 0</p> <div data-bbox="378 1293 1377 1457" style="border: 1px solid #ccc; padding: 5px;"> <p>Selection Criteria</p> <p>Category: <input type="text"/></p> <p>Entry Type: <input type="text"/> Element Name: <input type="text"/></p> <p>As of Date: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Select with Matching Criteria"/> <input type="button" value="Clear"/></p> </div> <div data-bbox="378 1476 1333 1625" style="border: 1px solid #ccc; padding: 5px;"> <p>&Assignments Customize Find First 1 of 1 Last</p> <p>Elements Recipient <input type="button" value="EEE"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>*Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">SDP</td> <td>Savings Deposit Program</td> <td>999</td> <td>01/01/2014</td> <td>12/31/2014</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> </div> <p>Review the start/stop dates and the amount fields. Once verified, close the window.</p>	Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance	SDP	Savings Deposit Program	999	01/01/2014	12/31/2014	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>
Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance									
SDP	Savings Deposit Program	999	01/01/2014	12/31/2014	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>									

How to Approve/Deny a Pending SDP Allotment, Continued

Step	Action
9	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input data-bbox="529 390 1365 453" type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> <p><input data-bbox="404 527 542 569" type="button" value="Approve"/> <input data-bbox="740 527 886 569" type="button" value="Deny"/></p> <ul style="list-style-type: none">• If the SDP allotment was approved, it will show an Approved status on the View My Action Requests Page.• If the SDAP Request was denied, it will show a Denied status on the View My Action Requests Page.
11	<p>To approve another SDP action request, close the current request and repeat the steps above.</p>

How to Change a Stop Date on an Existing SDP Allotment

Introduction This section provides the procedure for changing a Stop Date on a SDP allotment that is still active.

Procedures for changing Stop Date The PPC clerk will take the following steps below to change the stop date.

Step	Action														
1	Log into Global Payroll.														
2	Click on the Element Assignment By Payee link within the Pay Processing Shortcuts menu. Element Assignment By Payee It can also be accessed via the following path: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee														
3	Enter the member's EMPLID and click the Search button. Note: In most instances, the member's active duty Empl Record will be 0 but if not, change it to what it should be within the Empl Record: field.														
4	Find the SDP allotment row and change the End Date. Element Assignment By Payee <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">ID: Empl Record: 0</p> <p>Selection Criteria</p> <p>Category: <input type="text"/></p> <p>Entry Type: <input type="text"/> Element Name: <input type="text"/></p> <p>As of Date: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Select with Matching Criteria"/> <input type="button" value="Clear"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>&Assignments Customize Find <input type="button" value="Print"/> First 1 of 1 Last</p> <p><input type="button" value="Elements"/> <input type="button" value="Recipient"/> <input type="button" value="Filter"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Element Name</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">*Process Order</th> <th style="text-align: left;">Begin Date</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Active</th> <th style="text-align: left;">Instance</th> </tr> </thead> <tbody> <tr> <td>SDP</td> <td>Savings Deposit Program</td> <td>999</td> <td>01/01/2014</td> <td style="border: 2px solid red;">11/30/2014 <input type="text"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> </div>	Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance	SDP	Savings Deposit Program	999	01/01/2014	11/30/2014 <input type="text"/>	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>
Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance									
SDP	Savings Deposit Program	999	01/01/2014	11/30/2014 <input type="text"/>	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>									
5	Click the SAVE button. The allotment will now need to be approved. Follow the procedures on how to approve a SDP allotment discussed on pages 6-8 of this guide to approve the changed stop date.														

How to Apply a Payment/Refund of SDP Interest to the Member

Introduction This section provides the procedures for applying a quarterly SDP interest payment to the member. This also includes SDP interest refunds.

Procedures for Making Payment The PPC clerk will take the following steps to make the payment/refund.

Step	Action
1	Log into Global Payroll.
2	Click on the One Time (Positive Input) link within the Pay Processing Shortcuts menu. It can also be accessed via the following path: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input)
3	Enter the member's EMPLID within the Empl ID field.
4	Enter the member's EMPLID Record # within the Empl Record # field.
5	Enter the Pay Group that the member is assigned to.  <p>Pay Group: <input type="text" value="begins with"/> </p> <ul style="list-style-type: none"> • If regular active duty Coast Guard, select USCG. • If regular reserve Coast Guard, select USCG RSV. • If NOAA officer, select NOAA. • If PHS officer, select PHS.
6	Enter the pay period that the payment/refund should be applied to within the Calendar ID field.  <p>Calendar ID: <input type="text" value="begins with"/> </p> <p>For example, CG ACT 2014M01E would be selected for the 1/16/2014 to 1/31/2014 pay period. The system will issue a warning if the calendar selected has been finalized.</p>
7	Click the ADD button.
8	Check the Begin Date and End Date to ensure the correct pay period has been selected. If not, exit without saving.
9	Click on the Element Name field and select SDP INTEREST.
10	Click on the Action Type and select Add.
11	Click on the calendar icon to expand the row. 

How to Apply a Payment/Refund of SDP Interest to the Member, Continued

Step	Action																				
12	Click on the Amount field and enter the payment amount.																				
13	If needing to enter another SDP INTEREST payment/refund row, click the + button and repeat steps 9-12 above. The Instance field must be changed to show the correct number (if two SDP INTEREST rows, then the 2 nd should be '2', etc.).																				
14	<p>Click the SAVE button.</p> <p>One Time (Positive Input)</p> <p>Employee ID: Name: Empl Record: 0 Pay Group: USCG Description: USCG Active Duty Pay Entity: USCG Calendar ID: CG ACT 2014M01E Begin Date: 01/16/2014 End Date: 01/31/2014</p> <p>Earnings and Deductions</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>SDP INTEREST</td> <td>Savings Deposit Program</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td>250.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>The SDP INTEREST transaction will display in the payroll results once the calendar is calculated.</p> <p>Example:</p>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Earnings	SDP INTEREST	Savings Deposit Program	1	Add			250.00		
Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details												
Earnings	SDP INTEREST	Savings Deposit Program	1	Add			250.00														
15	The payment/refund will need to be approved by an auditor. Procedures on how to approve the payment begin on page 16.																				

How to Apply a Refund of SDP Principal to Member

Introduction This section provides the procedures for refunding SDP principal to a member's payroll account.

Procedures for Making Payment The PPC clerk will take the following steps to enter the refund transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the One Time (Positive Input) link within the Pay Processing Shortcuts menu. One Time (Positive Input) It can also be accessed via the following path: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input)
3	Enter the member's EMPLID within the Empl ID field.
4	Enter the member's EMPLID Record # within the Empl Record # field.
5	Enter the Pay Group that the member is assigned to. Pay Group: <input type="text" value="begins with"/>  <ul style="list-style-type: none"> • If regular active duty Coast Guard, select USCG. • If regular reserve Coast Guard, select USCG RSV. • If NOAA officer, select NOAA. • If PHS officer, select PHS.
6	Enter the pay period that the refund should be applied to within the Calendar ID field. Calendar ID: <input type="text" value="begins with"/>  For example, CG ACT 2014M01E would be selected for the 1/16/2014 to 1/31/2014 pay period. The system will issue a warning if the calendar selected has been finalized.
7	Click the ADD button.
8	Check the Begin Date and End Date to ensure the correct pay period has been selected. If not, exit without saving.
9	Change the Entry Type to Deduction.
10	Click on the Element Name field and select SDP.
11	Click on the Action Type and select Add.

How to Apply a Refund of SDP Principal to the Member, Continued

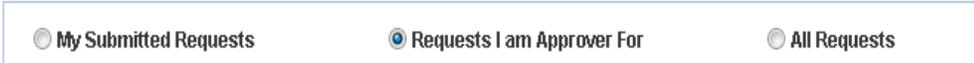
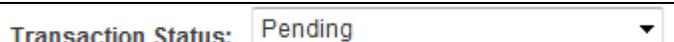
Step	Action
12	Click on the calendar icon to expand the row. 
13	Click on the Amount field and enter the amount of the payment. The amount should be entered in as a negative number. For instance, if refunding \$200.00 to the member's pay account, -200.00 would be entered.
14	If needing to enter another SDP principal refund row, click the + button and repeat steps 9-13 above. The Instance field must be changed to show the correct number (if two SDP rows, then the 2 nd should be '2', etc.).
15	Click the SAVE button. One Time (Positive Input) Employee ID: Name: Empl Record: 0 Pay Group: USCG Description: USCG Active Duty Pay Entity: USCG Calendar ID: CG ACT 2014M01E Begin Date: 01/16/2014 End Date: 01/31/2014  The SDP INTEREST transaction will display in the payroll results once the calendar is calculated. Example:
16	The refund will need to be approved by an auditor. Procedures on how to approve it begin on the next page.

How to Approve/Deny a SDP Interest/Principal Payment/Refund

Introduction This section provides the procedure for approving or denying a submitted SDP principal refund or interest payment/refund.

Procedures for approving / denying SDP The PPC auditor will take the following steps below to approve or deny it.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve itdebit.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).
3	<p>Click on the View My Requests (all types) link within the Requests shortcut menu.</p>  <p>The screenshot shows a navigation bar with 'Requests' highlighted in a red box. Below it is a 'Requests' window with a list of links. 'View My Requests (all types)' is highlighted with a red box.</p>
4	<p>Select "Requests I am Approver For".</p> <p>The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Action Requests (which includes SDP Requests) that have been submitted to them.</p>  <p>The screenshot shows three radio buttons: 'My Submitted Requests', 'Requests I am Approver For' (which is selected), and 'All Requests'.</p>
5	<p>Click on the Transaction Name drop down field and select XXXX.</p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the One Time Positive Input Action Requests that have been submitted by the PPC clerk that are in a pending status.</p>  <p>The screenshot shows a dropdown menu with the text 'Transaction Status: Pending' and a downward arrow.</p>

How to Approve/Deny a SDP Principal/Interest Credit/Debit, Continued

Step	Action
6	Click the Populate Grid button.
7	Click on the Approve/Deny link on the XXX row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted. Review to make sure the payroll element is correct within the Request Details page.
8	<p>Click the URL within the Request URL block.</p> <div data-bbox="391 611 1377 695" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Request URL</p> <p>Click here to view additional request information.</p> </div> <p>The system will open up a new window and the One Time (Positive Input) page will appear.</p> <p>Review the payroll elements, instance number, action type, and amount fields. Once verified, close the window that brought up the OTPI page.</p>
9	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input data-bbox="532 1077 1365 1140" type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> <div data-bbox="402 1213 886 1262" style="display: flex; justify-content: space-around; margin: 10px 0;"> Approve Deny </div> <ul style="list-style-type: none"> If the SDP interest or principal payment/refund was approved, it will show an Approved status on the View My Action Requests Page. If the SDP interest or principal payment/refund was denied, it will show a Denied status on the View My Action Requests Page.
11	To approve another action request, close the current request and repeat the steps above.

How to Adjust SDP Interest Balance

Introduction This section provides the procedure for adjusting a SDP interest balance accumulator on a member. It can also be used to create a SBP Interest balance accumulator. The Adjust Accumulators action request will be used to make the adjustment.

Procedures for adjusting SDP Interest Accumulator The PPC clerk will take the following steps below to adjust or add a SDP interest balance accumulator.

Step	Action
1	Log into Global Payroll.
2	Follow the path below to access the accumulator adjustment action request. Human Resources > Requests > Adjust Accumulators Note: 'Add to Favorites" for quicker access for future adjustments
3	Enter the member's EMPLID and Empl Record #.
4	Click the ADD button.
5	For the Accumulator field, select CG AC SDP INTEREST.
6	For adjustments, enter the following: <ul style="list-style-type: none"> • Establishing a New Balance: enter the new balance amount. • Adjusting an Existing Balance: the amount entered will adjust the existing balance, not override the existing balance. Enter a positive number to increase the balance or a negative number to decrease the balance.
7	Enter the reason for the adjustment.
8	Leave the Identifier field blank.
9	Enter any comments that need to be entered.
10	Click the Submit button.
11	The action request will now need to be approved by an auditor. Once the request is approved, the accumulator adjustment will be applied to the member's last finalized pay calendar. The adjustment will be included in the CG AC SDP INTEREST accumulator results of the current calendar after the next Payroll Calculation.

How to Adjust a Member's SDP Principle Balance

Introduction This section provides the procedure for adjusting a SDP principal balance accumulator on a member. It can also be used to create a SBP principal balance accumulator. The Adjust Accumulators action request will be used to make the adjustment.

Procedures for adjusting SDP Principal Accumulator The PPC clerk will take the following steps below to adjust or add a SDP principal balance accumulator.

Step	Action
1	Log into Global Payroll.
2	Follow the path below to access the accumulator adjustment action request. Human Resources > Requests > Adjust Accumulators Note: 'Add to Favorites" for quicker access for future adjustments.
3	Enter the member's EMPLID and Empl Record #.
4	Click the ADD button.
5	For the Accumulator field, select CG AC SDP BALANCE.
6	For adjustments, enter the following: <ul style="list-style-type: none"> • Establishing a New Balance: enter the new balance amount. • Adjusting an Existing Balance: the amount entered will adjust the existing balance, not override the existing balance. Enter a positive number to increase the balance or a negative number to decrease the balance.
7	Enter the reason for the adjustment.
8	Leave the Identifier field blank.
9	Enter any comments that need to be entered.
10	Click the Submit button.
11	The action request will now need to be approved by an auditor. Once the request is approved, the accumulator adjustment will be applied to the member's last finalized pay calendar. The adjustment will be included in the CG AC SDP BALANCE accumulator results of the current calendar after the next Payroll Calculation.

How to Approve/Deny a SDP Interest/Principal Balance Adjustment

Introduction This section provides the procedure for approving or denying a submitted SDP interest or principal balance accumulator adjustment action request.

Procedures for approving / denying the request The PPC auditor will take the following steps below to approve the request.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve the request.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).
3	<p>Click on the View My Requests (all types) link within the Requests shortcut menu.</p> 
4	<p>Select "Requests I am Approver For".</p> <p>The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Action Requests (which includes Accumulator Adjustment) that have been submitted to them).</p>
5	<p>Click on the Transaction Name drop down field and select Accumulator Adjustment.</p> <p>Transaction Name: <input type="text" value="Accumulator Adjustment"/></p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Accumulator Adjustment Action Requests that have been submitted by the PPC clerk that are in a pending status.</p> <p>Transaction Status: <input type="text" value="Pending"/></p>

How to Approve/Deny a SDP Interest/Principal Balance Adjustment, Continued

Step	Action
6	Click the Populate Grid button.
7	<p>Click on the Approve/Deny link on the Accumulator Adjustment row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted. Review to make sure the information is correct within the Request Details page.</p> <div data-bbox="375 583 1382 701" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <p>Accumulator: CG AC SDP BALANCE Amount: 1000.00 Reason: TEST Identifier:</p> </div>
8	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input data-bbox="529 825 1365 888" type="text"/></p>
9	<p>Click the 'Approve' or 'Deny' button.</p> <div data-bbox="402 961 886 1010" style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Approve Deny </div> <ul style="list-style-type: none"> If the accumulator adjustment action request was approved, it will show an Approved status on the View My Action Requests Page. If the accumulator adjustment action request was denied, it will show a Denied status on the View My Action Requests Page. <p>Once the request is approved, the accumulator adjustment will be made on the member's last finalize pay calendar. The current pay calendar will then need to be calculated so it picks up the adjustment. Based on the adjustment, the accumulator should now show the correct balance on the current pay calendar.</p>
10	To approve another accumulator adjustment action request, close the current request and repeat the steps above.

How to Apply Deposit Payment to SDP Principle Balance

Introduction This section provides the procedure for applying a deposit payment to the SDP principal balance accumulator on a member. This includes establishing a SDP balance through direct remittance. The Adjust Accumulators action request will be used to do this.

Procedures for applying Deposit Payment The PPC clerk will take the following steps below to apply the payment to the SDP principal balance accumulator.

Step	Action
1	Log into Global Payroll.
2	Follow the path below to access the accumulator adjustment action request. Human Resources > Requests > Adjust Accumulators Note: 'Add to Favorites" for quicker access for future adjustments.
3	Enter the member's EMPLID and Empl Record #.
4	Click the ADD button.
5	For the Accumulator field, select CG AC SDP BALANCE.
6	Enter the amount of the deposit within the Amount field.
7	Enter the type of payment within the Reason field.
8	Leave the Identifier field blank.
9	Enter any comments that need to be entered.
10	Click the Submit button.
11	The action request will now need to be approved by an auditor. Once the request is approved, the accumulator adjustment will be made on the member's last finalize pay calendar. The current pay calendar will then need to be calculated so it picks up the adjustment. Once calculated, the CG AC SDP BALANCE accumulator will show the correct balance on the current pay calendar.

Procedures for approving / denying the request The PPC auditor will follow the steps outlined in the 'How to Approve/Deny a SDP Interest/Principal Balance Adjustment' section of this guide.